

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

February 25, 2004

SUBJECT: GANG IMPACT TEAMS - ESTABLISHED

PURPOSE: Criminal gang activity and narcotics trafficking are factors driving much of the violent crime in our City. In response, the Department has formed "Gang Impact Teams" to facilitate the development of long-term gang and narcotics enforcement strategies, and to provide the increased supervisory oversight and accountability of Gang Enforcement Details (formerly Special Enforcement Units) required by the Consent Decree.

The purpose of this Order is to:

- * Establish Gang Impact Teams (GITs) for Departmentwide implementation;
- * Revise and expand supervisory responsibilities as they relate to Gang Enforcement Details (GEDs) and Community Law Enforcement and Recovery (CLEAR) units;
- * Revise and expand crime suppression strategies for GED/CLEAR units; and,
- * Clarify the process for GED/CLEAR selections and extensions.

Together with Special Order No. 27, 2003 (SO 27), "*Selection and Assignment to Gang Enforcement Details*," these Orders supercede Administrative Order No. 3, 2000, "*Activation of the Special Enforcement Unit*," which is hereby deactivated (Career Criminal Details are not affected by the new Orders).

PROCEDURE:

I. GANG IMPACT TEAMS - ESTABLISHED. Gang Impact Teams shall be established in each geographical Area and will operate under the line command of the Area commanding officer. A Lieutenant II shall be assigned as the GIT officer in charge (OIC) at each Area. Each GIT shall be comprised of the following minimum components:

- * Gang Enforcement Detail (GED);
- * Community Law Enforcement and Recovery (CLEAR) unit, where applicable;
- * Narcotics Enforcement Detail (NED);
- * Investigation Detail; and,
- * Gang Crime Analysis Detail (G-CAD).

II. GANG ENFORCEMENT DETAILS - REVISED. The GED is the GIT's primary uniformed component focusing on gang members and associated crimes. A uniformed supervisor shall be assigned to provide supervisory oversight of each GED.

Community Law Enforcement and Recovery (CLEAR) units shall operate in conformance with procedures established for GEDs. The CLEAR units shall continue their mission, which is to recover gang-infiltrated communities by decreasing criminal gang activity through the collaborative efforts of City and county criminal justice agencies.

A. Field Crime Suppression Strategies. Gang Enforcement Detail/CLEAR units shall be responsible for gathering gang-related intelligence and information, identifying gang crime patterns, monitoring gang activity, and implementing crime suppression strategies, to include:

- * Establishing and maintaining a visible police presence in communities most affected by violent street gangs and gang-related street narcotics trafficking;
- * Deploying strategically to selected locations during periods when criminal gang activity has or is likely to occur;
- * Monitoring City parks, schools, and other locations where gang members congregate;
- * Collecting and maintaining gang intelligence to prevent gang-related crime and/or identify and apprehend suspects;
- * Identifying and focusing efforts on the most active and violent gangs and their leadership to reduce the proliferation of gangs;
- * Developing and maintaining working relationships with other branches of the criminal justice system, including prosecutors, probation/parole officers, the City Housing Authority, neighboring municipal and county law enforcement agencies, and other state and federal agencies;
- * Developing and maintaining ongoing relationships with community-based organizations, schools, and religious institutions which provide youth programs as well as intervention/prevention programs; and,

- * Participating in community meetings where gang prevention, intervention and community involvement are the focus of discussion.

Note: Gang Enforcement Detail/CLEAR units shall not use confidential informants.

B. Search Warrant Requirements. A lieutenant or above shall be present at the execution of all search warrants where GED/CLEAR personnel are involved in the service of the warrant. When multiple locations are involved, a lieutenant shall coordinate the service of the warrant, and ensure that a supervisor is present at each search warrant location where GED personnel are present.

C. Officer's Responsibility. Officers assigned to a GED/CLEAR unit shall:

- * Wear Class A or C uniforms (no other uniform is authorized, e.g., clothing with unauthorized insignias identifying a particular unit, bicycle uniforms, plainclothes, utilities, raid jackets, etc.);
- * Use marked black and white police vehicles for all activities;

Exceptions: Exceptions to the two preceding requirements require written approval from a captain or above within that GED/CLEAR unit's chain of command, and shall be for a specific purpose and limited time. Approval may be obtained telephonically, in which case the signature of the approving authority shall be obtained on the Gang Enforcement Detail-Supervisor's Daily Report (GED Supervisor's Daily Report), Form 15.49.0, as soon as practicable. In exigent circumstances, approval may be obtained from the Chief's Operations Duty Officer (telephonic approval is acceptable, however, his/her signature shall be obtained as soon as practicable).

- * Complete a Daily Field Activities Report (DFAR), Form 15.52.0, for each work day;
- * Adhere to existing procedure established for uniformed patrol officers regarding the detention,

transportation, arrest, processing, and booking of arrestees;

- * Check out and return all field equipment including ASTRO radios, shotguns, and vehicles to the Area kit room on a daily basis; and,
- * Conduct normal operations using the Area's primary radio frequency.

Gang Impact Team personnel shall not use off-site locations for holding arrestees or interviewing witnesses at night. This does not preclude the following:

- * Interviews conducted at the scene of a crime;
- * In-field interviews resulting from follow-up activity; and,
- * Interviews conducted off-site at a witness's request.

During daytime hours, arrestees shall be taken to the Area station, visually inspected/interviewed by the watch commander, and logged in and out on the appropriate detention log prior to the use of any off-site location.

Note: Exceptions made to any of the requirements listed in Section II(C) of this Order require approval from a captain or above and shall be for a specified purpose and limited time.

D. Gang Enforcement Detail Supervisor's Responsibility.

A supervisor assigned to oversee a GED/CLEAR unit shall:

- * Provide pro-active, daily field supervision over unit operations when any GED/CLEAR personnel are deployed;
- * Base all GED/CLEAR activities out of the unit's assigned Area police facility or an area immediately adjacent to the station (e.g., a trailer located on the Area's parking lot, etc.);
- * At start of watch, provide the on-duty watch commander with an updated Daily Work Sheet, Form 15.26, prepared for the GED/CLEAR unit;
- * Provide gang crime trend information at patrol roll calls;

- * Brief the on-duty watch commander regarding the GED/CLEAR unit's planned activities for the day;
- * Ensure that all GED/CLEAR personnel are deployed in a Class A or C uniform;
- * Ensure that all GED/CLEAR personnel are deployed in marked black and white police vehicles only;
- * Ensure that any approved exceptions to Section II(C) of this Order are documented on a GED Supervisor's Daily Report;
- * Ensure that all on-duty GED/CLEAR personnel attend scheduled patrol roll calls. In instances where the GED has been authorized not to attend patrol roll call, arrange an alternate roll call for GED/CLEAR personnel, coordinate with the on-duty watch commander to facilitate his/her attendance, and document the alternate roll-call on a GED Supervisor's Daily Report;
- * Coordinate with the GIT OIC to develop daily mission/activities and/or problem-solving strategies;
- * Ensure that all gang information files are maintained in accordance with Manual Section 4/269.40;
- * Provide supervisory control at planned tactical operations;
- * Check out and return all field equipment including ASTRO radios, shotguns, and vehicles from the Area kit room on a daily basis;
- * Perform formal check in/out procedures for all GED/CLEAR personnel and notify the Area watch commander of the status of all GED/CLEAR personnel at end of watch; and,
- * On a daily basis, complete a GED Supervisor's Daily Report and submit it to the GIT OIC for review and approval.

E. Watch Commander's Responsibility. The Area watch commander shall:

- * Be aware of all GED/CLEAR activities during his/her watch;
- * In instances where the GED has been authorized not to attend patrol roll call, attend - or assign a designated supervisor to attend - the GED's alternate roll call;
- * Review and approve or disapprove GED/CLEAR booking recommendations and reports;

Note: Area detective watch commanders may also perform this function.

- * Visually inspect and interview all arrestees brought to the Area station by GED/CLEAR personnel;
- * Ensure that all GED/CLEAR arrestees are entered properly on the Detention Tank Log, Form 6.19, or juvenile detention logs, as appropriate; and,
- * In the absence of the GIT OIC, assume responsibility for ensuring that preliminary complaint, use of force, and pursuit investigations involving GIT personnel are initiated without delay, consistent with established time frames, and ensure that proper notifications are made.

F. Commanding Officer's Responsibility. The Area commanding officer shall be responsible for:

- * Staffing and deployment of GED/CLEAR units assigned to that Area;
- * Exercising appropriate oversight of GED/CLEAR missions and strategies;
- * Ensuring that GIT supervisors exercise proper control over GED personnel;
- * Ensuring appropriate oversight during planned tactical operations; and,
- * Forwarding copies of activity report entries pertaining to Area oversight of GIT operations and Consent Decree compliance via the Bureau Gang Coordinator to the Department Gang Coordinator.

III. SELECTION PROCESS FOR GANG ENFORCEMENT DETAILS - REVISED.

Interview/selection packages shall be prepared for all selected GED/CLEAR applicants in accordance with procedures established in SO 27, 2003. (For GED candidates selected via the advanced paygrade process, the package created to document the advanced paygrade selection process may suffice as the GED interview/selection package.)

Note: The CLEAR units shall adhere to selection criteria established for GEDs.

A. Selection Process. To be selected for a GED/CLEAR assignment, candidates must participate in either the

advanced paygrade process or a Suitability Interview, as determined below:

Police Officer II

- * A Police Officer II (PO-2) on a Police Officer III (PO-3) eligibility list competing for a PO-3 GED vacancy (**advanced paygrade process**); or,
- * A PO-2 applying for any PO-2 GED vacancy within or outside his/her assigned Area (**Suitability Interview**);

Police Officer III

- * A PO-3 from outside the Area transferring into a PO-3 GED vacancy (**advanced paygrade process**); or,
- * A PO-3 selected from within the Area to fill a PO-3 vacancy (**Suitability Interview**).

B. Advanced Paygrade Selections. The process and documentation requirements established for filling advanced paygrade positions have not changed, including the requirement that the position be advertised.

Note: Changing divisional assignments at the same rank (e.g., moving a PO-3 from patrol to a GED within the same division) does not necessitate that the position be advertised or subject to the advanced paygrade hiring process.

For selectees chosen via the advanced paygrade process, an Intradepartmental Correspondence, Form 15.2, justifying the selection is required (Human Resources Bureau Notice, dated March 29, 2001).

C. Suitability Interview. In addition to meeting all application requirements established in SO 27, 2003, these applicants shall participate in an oral interview with the commanding officer and/or his/her designee. The Suitability Interview is not intended to mirror the oral interview process for advanced paygrade assignments. It is a vehicle used to confirm a selectee's suitability for assignment to a GED.

The commanding officer and/or his/her designee conducting the Suitability Interview shall ensure that the following information is documented on a TEAMS Evaluation Report, Form 1.78.04, after the interview:

- * Name of interviewer;
- * Date of interview; and,
- * Summary of discussion detailing suitability for GED assignment, emphasizing traits that indicate the selectee has demonstrated proficiency in a variety of law enforcement activities, necessary interpersonal and administrative skills, cultural and community sensitivity, and a commitment to police integrity.

D. Documentation Requirements for All GED Selectees.

Commanding officers shall be responsible for documenting on a TEAMS Evaluation Report, a brief, positive evaluation of all GED/CLEAR selectees, incorporating reasons for that employee's selection. For applicants selected via the Suitability Interview, one TEAMS Evaluation Report may be used to document both the positive evaluation and the Suitability Interview.

Additionally, commands shall complete a Request for Transfer/Change in Paygrade, Form 1.40, for all GED/CLEAR selections and submit it to Sworn Personnel Services Section (formerly Position Control Section), Personnel Division (Human Resources Bureau Notice, dated March 29, 2001).

E. Extensions. A GED officer shall not work in a GED assignment beyond the tour limit of 39 Deployment Periods (DP) until his/her extension request has been approved by the appropriate entity (i.e., the Bureau commanding officer or the Chief of Police, as determined by the duration of the extension requested) and placed in the officer's interview/selection package. To facilitate this, original extension requests (as submitted via a TEAMS Evaluation Report) and related attachments shall, upon approval, be returned directly to the originating Area. Approving entities shall forward informational copies of approved extensions to the Commanding Officer, Special Operations Bureau.

Note: The GIT OIC shall track the progress of GED extension requests and ensure that approved requests are promptly placed in the requesting officer's interview/selection package.

IV. NARCOTICS ENFORCEMENT DETAIL - ESTABLISHED. The Narcotics Enforcement Detail (NED) shall address street sales, illegal use, and covert trafficking of narcotics. The NED shall investigate Narcotics Reports, Form 3.19, develop and manage narcotics informants, and coordinate the filing of narcotics cases with Narcotics Division's (ND) Filing Team.

A. Oversight Responsibilities. The NED shall operate under the line command of the GIT OIC, but shall remain under the functional supervision of ND. A detective supervisor shall be assigned to each NED to provide immediate supervisory oversight.

1. Area Commanding Officer's Responsibility. The Area commanding officer shall assume the following responsibilities for NED personnel:

- * Line supervision;
- * Deployment of personnel;
- * Timekeeping and management of overtime;
- * Scheduling vacations;
- * Performance Evaluations;
- * Search warrant service logs;
- * Analysis of search warrant service;
- * Complaint investigations; and,
- * Use of force investigations.

2. Commanding Officer, Narcotics Division, Responsibility. The Commanding Officer, ND, shall retain the following responsibilities for NED personnel:

- * Training;
- * Coordinating the recruitment, selection and assignment of NED personnel to include advanced paygrade positions;
- * Conducting background investigations on all sworn ND applicants, to include coordination of polygraph examinations;

- * Coordinating, issuing, and maintaining control over ND vehicles and specialized equipment assigned to NED personnel;
- * Administering the Special Police Account;
- * Managing Secret Service Funds;
- * Collecting and analyzing arrest, seizure, search warrants and Narcotics Report statistics;
- * Performing required audits of ND/Consent Decree issues;
- * Administering the Records Retention Program (e.g., log books, case investigator packages, etc.);
- * Processing informants, to include the review and maintenance of GIT informant packages; and,
- * Filing narcotics cases.

V. INVESTIGATION DETAIL - ESTABLISHED. The Investigation Detail shall be staffed with detectives from the assigned Area's Detective Division and may be ancillary or permanent positions at the discretion of the Area commanding officer. The Area commanding officer shall also have discretion in determining who shall exercise line command over the Investigation Detail.

The Investigation Detail shall be tasked with the following duties:

- * Investigating gang-related crimes at the direction of the unit's assigned supervisor, with the exception of homicides and sex crimes;
- * Assisting in the preparation of search and arrest warrants and developing sources of information and informants;
- * Collaborating with prosecutors in filing cases, seeking charge enhancements, and pursuing injunctions and abatements;
- * Providing investigative support to GITs;
- * Providing training regarding gang investigations;
- * Coordinating enforcement strategies with GIT personnel; and,
- * Verifying that all crimes investigated by the Investigation Detail are gang-related.

VI. GANG CRIME ANALYSIS DETAIL - ESTABLISHED. Area commanding officers shall staff a permanent Gang-Crime Analysis Detail (G-CAD) position within the Area CAD operation. At

a minimum, the G-CAD shall be tasked with the following duties:

- * Compiling, inputting, and interpreting gang-related information and reports in accordance with Administrative Order No. 5, 2000, "*Gang Crime Tracking and Analysis*;"
- * Providing Visual Investigative Analysis (VIA) and LINK Analysis; and,
- * Ensuring that all gang-related crimes are entered into the CAL/GANG Case Management System.

VII. GANG IMPACT TEAM, OFFICER IN CHARGE, RESPONSIBILITY. Each GIT OIC shall be responsible for the management, oversight, and supervision of details assigned to the GIT. Responsibilities of the GIT OIC shall include:

- * Developing and documenting short and long-term strategies to reduce violent gang crime and gang-related narcotics crimes in his/her assigned Area;
- * Deploying GIT personnel based on gang crime trends, intelligence and forecasting;
- * Liaising, coordinating, and interacting with prevention providers (e.g., Jeopardy, L.A. Bridges Gang Intervention Program, etc.);
- * Liaising with the community to keep abreast of Neighborhood Watch issues as they relate to criminal gang and narcotic activity;
- * Ensuring that preliminary complaint, use of force, and pursuit investigations involving GIT personnel are conducted without delay, consistent with established time lines, and ensuring that proper notifications are made;
- * Reviewing all GIT administrative documents expeditiously to ensure compliance with Department procedure and the Consent Decree;
- * Providing managerial oversight over the creation, use, and storage of gang intelligence files and gang photograph books in accordance with Manual Section 4/269.40, and Operations Order 8, 2001, "*Guidelines and Procedures for the Gang Photograph Book*;"
- * Ensuring appropriate oversight over all GIT-initiated search and arrest warrants;

- * Reviewing all logs and daily reports completed by GIT supervisory personnel and submitting them to the Area commanding officer for review in a timely manner; and,
- * Identifying the training needs of subordinates and ensuring that training is provided.

VIII. BUREAU GANG COORDINATOR, RESPONSIBILITY. The Bureau Gang Coordinator is an administrative position responsible for monitoring and assessing GIT operations and gang Consent Decree compliance issues. Sworn personnel assigned to this position shall:

- * Monitor and assess the operation of all GITs within the bureau;
- * Provide feedback to the bureau and Area commanding officers on audit/inspection findings and the overall performance of GITs;
- * Conduct on-site inspections/audits of Area GED operations in accordance with the schedule and format established by the Commanding Officer, Special Operations Bureau. Completed audits shall be provided via the bureau commanding officer to the Department Gang Coordinator and the concerned Area commanding officer;
- * Track and document actions taken in response to audit recommendations;
- * Liaise on a regular basis with other Bureau Gang Coordinators, and coordinate with the Department Gang Coordinator regarding bureauwide activities, training, and required technical support; and,
- * Prepare a monthly report to the Department Gang Coordinator documenting bureau Consent Decree compliance activities.

IX. COMMANDING OFFICER, SPECIAL OPERATIONS BUREAU, RESPONSIBILITY. The Commanding Officer, Special Operations Bureau, has been designated as the Department's Gang Coordinator. The Department Gang Coordinator shall develop policy and procedure for gang and narcotics enforcement strategies and shall exercise Citywide oversight of Area GITs and Bureau Gang Coordinators. This includes the scheduling of Bureau Gang Coordinator audits, development of audit methodology, and the review of audit findings.

X. ADMINISTRATIVE ORDER NO. 3, 2000 - DEACTIVATED.

Administrative Order No. 3, 2000, "*Activation of the Special Enforcement Unit*," is hereby deactivated.

AMENDMENTS: This Order adds Section 2/711.10 and amends Sections 2/711.01, 2/711.05, 2/725.09, and 2/725.15 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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